



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 15.17

Subject: Adoption Assistance for Children in Any Out of Home Placement

Supersedes: None

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

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Application

To All Department of Children's Services Adoptions Services Employees and Private Provider Agencies

Authority: TCA 36-1-101, 36-1-102, 37-5-105, 37-5-106

Policy

When a child who has been adopted is placed in state custody or in any out of home placement, a determination must be made as to the status of Adoption Assistance payments. Documentation must be obtained to support the continuation of Adoption Assistance payment when a child is in state custody or out of home placement.

Procedures

- A. Child Enters State Custody**
1. In all cases, when a child who has been adopted enters state custody, the caseworker will determine through TNKids whether the child is a current recipient of Adoption Assistance. Once a determination is made that the child is receiving Adoption Assistance, the Home County Case Manager will notify their Regional Adoption Assistance Designee. If the Adoption Assistance case is maintained in a different region, the Adoption Assistance Designee will notify the Regional Adoption Assistance Designee for that region.

2. In all cases, when a child who has been adopted enters state custody, the caseworker will determine through TNKids whether the child is a current recipient of Adoption Assistance. Once a determination is made that the child is receiving Adoption Assistance, the Home County Case Manager will notify their Regional Adoption Assistance Designee. If the Adoption Assistance case is maintained in a different region, the Adoption Assistance Designee will notify the Regional Adoption Assistance Designee for that region.
3. When a child is placed in foster care for any reason, a determination must be made whether the child continues to be eligible for Adoption Assistance. Federal guidelines require that an Adoption Assistance payment be terminated when the adoptive parent(s) is no longer legally responsible for the support of the child or the adoptive parent(s) is no longer supporting the child.
4. At the point the child enters state custody, the Home County Case Manager must discuss the parent(s) plan for support. The parent must submit in writing the amount and frequency of support they will pay. They must be informed that failure to contribute to the support of the child while in state custody will result in an overpayment of the Adoption Assistance. Their statement of support must be forwarded to the Adoption Assistance Designee who maintains the case for filing in the Adoption Assistance case file.
5. In every situation in which a child enters state custody, the amount of the Adoption Assistance should be renegotiated with the adoptive parent(s) and an agreement reached regarding the amount of the Adoption Assistance payment.
6. At least quarterly, an evaluation of the parent(s) continuing support must be conducted by the Home County Case Manager. The Home County Case Manager will notify the Adoption Assistance Designee of continuing support or the need to terminate the Adoption Assistance due to failure to support. Documentation of continuing support must be filed in the Adoption Assistance case file.

B. Disruption or dissolution

1. In all cases in which an adoption disruption or dissolution occurs, the Adoption Assistance will be terminated effective the date of the disruption/dissolution. (*Example: Child leaves the adoptive placement on October 5, the last day payment is made will be October 4.*)

2. Due to the payment schedule for Adoption Assistance payments, this may result in some overpayments when the child leaves the home during the month of payment. All overpayments must be report to Fiscal Services for recovery.

C. Temporary Absence

1. Any time the child leaves the home of the adoptive parents for a period of time exceeding thirty (30) days for residential treatment or visitation, the adoptive parent must report the child's absence from the home to the Adoption Assistance designee.
2. The Adoption Assistance Designee must verify that the parent continues to be legally responsible for the support of the child and that the parent is contributing support. The parent(s) written statement of contributions will be obtained and this statement will be a part of the Adoption Assistance case file.
3. Contact will be made with the adoptive parents on a quarterly basis to verify continuing support.
4. Any time the child is temporarily absent from the home, the amount and type of support must be documented. The Adoption Assistance payment must be re-negotiated with the adoptive parent(s) and an agreement reached as to the amount of the Adoption Assistance payment.

Forms

CS-0513 *Adoption Assistance Agreement On or After October 1*
CS-0460 *Adoption Assistance Program Application for Adoption Assistance*
CS-0493 *Standard Claim Form*
Substitute W-9

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Disruption:</i>	The child leaves the adoptive home prior to finalization of the adoption and is no longer in an adoptive placement.
<i>Dissolution:</i>	The child leaves the adoptive home after finalization and the adoptive parents surrender their parental rights or their rights are terminated.
<i>Temporary absence:</i>	The child leaves the adoptive home for treatment or short term visits with relatives and will be returning to the home of the adoptive parent when the treatment or visit is concluded.
<i>Support:</i>	Financial contributions toward the support of the child may be in the form of money payments, payment of clothing, purchase of special equipment, payment of tuition or family therapy.